DOCUMENT RESUME

ED 482 546 SP 041 824

AUTHOR	Kesselman-Turkel, Judi; Peterson, Franklynn
TITLE	Note-Taking Made Easy. The Study Smart Series.
ISBN	ISBN-0-299-19154-0
PUB DATE	2003-00-00
NOTE	98p.
AVAILABLE FROM	University of Wisconsin Press, 1930 Monroe Street, Madison, WI 53711 ($6.95). Web site: http://www.wisc.edu/wisconsinpress/.
PUB TYPE	Guides - Classroom - Learner (051)
EDRS PRICE	Document Not Available From EDRS.
DESCRIPTORS	Higher Education; Lecture Method; *Notetaking; *Outlining (Discourse); Research; Textbooks

ABSTRACT

This book describes two successful methods of organizing notes (outlining and patterning), providing shortcuts to make note taking easy. Eight chapters include: (1) "There's No Substitute for Taking Your Own Good Notes" (e.g., note taking helps in paying attention and remembering); (2) "How to Tell What's Worth Noting" (criteria for deciding what is worth preserving and aids that put notes into perspective); (3) "How to Organize Notes" (using an outline form, working outline form into a memory clue system, and using patterning to organize notes); (4) "Shortcuts for Note-Taking" (using shorthand for quicker note taking); (5) "Taking Notes from Assigned Text" (learning how to read for a course, how to take notes on non-textbook nonfiction, and learning how to write in one's books); (6) "Taking Lecture Notes" (e.g., listening versus reading, organizing one's tools, and keeping the course outline handy); (7) "Taking Research Notes" (preparing a preliminary outline, listing research questions, and using good note taking tools); and (8) "Taking Minutes of Meetings." The seven appendixes present notes on chapter 1; practice in analyzing information and taking notes on lectures; course outline for "Methods of Note-Taking"; speech outline and speech clue words; shorthand notes on chapter 4; and "Agent X" research questions. (SM)

Reproductions supplied by EDRS are the best that can be made
from the original document.